



## **NOTICE OF VACANCY WEBB COUNTY FIRE & EMS CHIEF**

**The County of Webb has an opening for Webb County Fire and EMS Chief. The successful candidate will be responsible for the following:**

Under the direction of the Commissioners Court, the Fire and EMS Chief will direct and oversee the day-to-day operations within the Webb County Fire and EMS department, will coordinate, review and participate in the Emergency Management programs; will oversee the Fire and EMS department employees; ensure the protection of the residents and property from fire; will prevent fires when possible; will investigate the causes of those fires which occur, and will educate the general public on fire protection.

In addition to other requirements set out in the County's application package, applicants must have a valid Texas driver's license. This position is a "safety sensitive" position, and is subject to pre-employment drug and alcohol testing, criminal background checks, and motor vehicle checks.  
The salary is commensurate with experience.

Application packages and materials may be obtained at the office of Administrative Services Department, located on 1110 Washington St., Suite 204, Laredo, Texas, between the hours of 8:00 a.m.-12:00 and 1:00 p.m. – 5:00 p.m.  
Phone: (956) 523-4143.  
Application package may also be obtained On-line: [www.webbcountytx.gov](http://www.webbcountytx.gov)

**APPLICATION DEADLINE IS: 3:00 p.m., November 14, 2011**

**Webb County is an Equal Employment Opportunity Employer and complies with the American with Disabilities Act.**

## **STATEMENT OF QUALIFICATIONS PACKET REQUIREMENTS:**

A. Statement of Qualifications Packet should contain / address the following:

1. Table of Contents. Must clearly identify information material by section and page number.

At a minimum, include:

- a) Title Page: Name of applicant, address, telephone number, email address and date.
- b) Webb County Employment Application and a Resume.
- c) Letter of Transmittal: State your understanding of the responsibilities, operation and overall management of the Webb County Fire and EMS Chief position.
- d) Planned Approach: State your goals and objectives as it relates to the responsibilities and administration of the FIRE and EMS Department.
- e) Scope of Service: Describe your Qualifications in relation to the responsibilities and administration of the Fire and EMS Chief position, and include any special conditions, limitations or circumstances applicable or required.

**Statement of Qualifications** packet must be submitted to the **Webb County Clerk** with an original and a copy in a sealed envelope marked with RFQ number and description of service on front lower left hand corner of envelope:

**“RFQ- 2011-04 ” “Webb County Fire and EMS Chief”**

**Completed packages are due by 3:00 p.m. Monday November 14, 2011** at the following location:

**Honorable Margie Ramirez Ibarra  
Webb County Clerk  
Webb County Justice Center  
1110 Victoria St., Suite 201  
Laredo, Texas 78042**

The content of all qualification statements will remain confidential and are not subject to disclosure to the public until the Commissioners Court fills the Position, or as otherwise determined by the Commissioners Court. Completed packages not received by the time set forth in this document will not be considered. Persons wanting to participate will be responsible for insuring the delivery of his/hers respective statements.

# **WEBB COUNTY REQUEST FOR QUALIFICATIONS**

**TITLE:** Webb County Fire and EMS Chief  
**DEPARTMENT:** Fire & EMS Services Department  
**SLOT NUMBER:**  
**REVISION DATE:** August 4, 2010

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## **JOB SUMMARY:**

Under the direction of the Commissioners Court, the Fire and EMS Chief directs and oversees the day to day operations within the Webb County Fire and EMS Department, and coordinates, reviews, participates in the Emergency Management programs; oversee the Fire and EMS Services department employees; ensures the protection of residents and property from fire; prevents fires when possible; investigates the causes of those which occur and educates the general public on fire prevention.

## **CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise fire officers and fire equipment operators, assigns and reviews work, schedules overtime assignments, completes performance evaluations and makes recommendations to hire, terminate, and disciplinary issues. Performs duties and responsibilities, as established by State Statutes and County Policies and Procedures and as assigned by Commissioner's Court
- Prepares the Fire Services budget for the county, and monitors expenditures.
- Enforces the Uniform Fire Code and the International Fire Code.
- Maintains fire records and associated documents including firefighter trainings; and prepares education and informational programs that media, schools, businesses and general public.
- Coordinates and trains employees and volunteers on fire behaviors, fire extinguisher use, personal protective equipment, fire control, hazardous materials; conducts fire prevention programs, and prepares and files required reports.
- Recommends and implements goals and objectives; establishes schedules and methods of providing Emergency Management Programs; assists in the implementation of policies and procedures.
- Develops comprehensive emergency plans for Webb County; researches and analyzes County requirements for emergency management; create an action plan to respond to emergency and hazardous spills/accidents; coordinates an action plan to handle according to all state and Federal rules, hazardous materials.
- Assists with investigations of fire scenes to determine cause, origin and damage caused by fire ensuring prosecution of cases of arson.
- Participates in fire suppression, property protection and emergency rescue; monitors firefighters' performance to ensure safe and efficient firefighting and compliance with rules and regulations.

- Maintains current knowledge of fire codes and ordinances as well as new fire-fighting tactics and strategies.
- Serves as liaison with other local Fire and EMS departments/agencies.
- Coordinates annual testing and inspections of fire hydrants, fire hoses, ladders, aerial apparatus, pumping apparatus and department vehicles and all equipment used in fire suppression activities.
- Assists to prepare County emergency evacuation plans.
- Responds to emergency calls when off duty, as required.
- Establishes procedures to assure the highest standards of risk management, employee safety, and risk avoidance.
- Works closely with County Attorney in the development of ordinances.
- Move firefighting equipment, stretchers, bodies and various items at fire scenes as necessary.
- Performs other related duties as may be assigned.

#### **QUALIFICATION STANDARDS:**

- High School diploma or GED;
- Associate Degree; or
- Bachelor's Degree

#### **CERTIFICATES AND LICENCES REQUIRED:**

- Fire Official with Basic or Intermediate, or Advance Certificates
- Fire Services Instructor

#### **EXPERIENCE:**

- A minimum of Five (5) years experience in municipal or county fire department, with at Two (2) years involving fire inspection and investigation; and completion of Hazardous Materials Level V training;
- OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### **SKILLS AND ABILITIES:**

- Ability to interpret comprehensive budgets (current and projected).
- Skill in written and verbal communication;
- Ability to supervise, train and motivate employees;
- Ability to work in extreme temperature for moderate periods of time;
- Carry heavy loads up and down stairways and ladders;
- Ability to coordinate incident command functions at scene of fire;
- Ability to establish effective working relationships with all, law enforcement personnel, local and state officials, the general public;
- Read and understand blueprints;

- Maintain appropriate necessary certifications;
- Ability to make effective presentations.
- Skill with computer systems and applications.
- Knowledge of the State of Texas, Local Government Code and State Statutes relating fire management.

**PHYSICAL REQUIREMENTS:**

- Typically sit at a desk or table; walking, standing, or stoop.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to One Hundred Fifty (150 lbs.) pounds.
- Work for sustained periods of time; maintains concentrated attention to detail.

**OTHER REQUIRMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
  - Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position **is NOT** covered by Civil Service; however, is subject to Webb County Policies and procedures.

**SUPERVISORY:** Supervised directly by Webb County Commissioners Court.

**ACKNOWLEDGEMENT:**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

\_\_\_\_\_  
Employee Signature / **Date**

\_\_\_\_\_  
Supervisor's Signature / **Date**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES  
WITH THE AMERICAN WITH DISABILITIES ACT.**

